

EMPLOYEE TRAINING RECORD		
TRAINING TITLE Lockout/Blockout/Blankout Steps		
<div style="text-align: center;">KEY TEACHING POINTS</div> SEQUENCE OF LOCKOUT/BLOCKOUT/BLANKOUT <ul style="list-style-type: none"> Notify affected employees when servicing or maintenance is required on a machine or equipment. Inform them the machine or equipment must be shut down and locked out to perform the servicing or maintenance. The authorized employee shall refer to the source of the energy to identify the type and extent or strength of the energy that the machine or equipment uses, shall understand the hazards of the energy, and shall know the methods to control the energy. If the machine or equipment is operating, shut it down by the normal stopping methods (depress STOP button, open switch, close valve, etc.). Turn off the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). Lockout/blockout/blankout with energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). Apply a tag that indicates the reason for the lockout/blockout/blankout, the name of the individual performing the lockout/blockout/blankout, and the date of the lockout/blockout/blankout. When known, indicate the length of time the lockout will take place on the tag. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be released or restrained by methods such as grounding, repositioning, moving, blocking, bleeding down, etc. Make sure that the equipment is isolated and/or disconnected from the energy source(s). First check that no personnel are exposed. Then operate the push buttons or other normal operating control(s) or test to make certain the equipment will not operate. <div style="margin-left: 40px;">CAUTION: Return operating control(s) to "NEUTRAL" or "OFF" position after checking the isolation of the equipment.</div> The machine or equipment is now locked out. RESTORING EQUIPMENT TO SERVICE <p>When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:</p> <ul style="list-style-type: none"> Check the machine or equipment and the area around the machine or equipment to ensure that unnecessary items have been removed and the machine or equipment components/parts are operationally functional. Check the work area to ensure that all employees and/or service personnel have been safely removed from the area. Make sure that the controls are in neutral. Remove the energy isolating devices and re-energize the machine or equipment. <p>NOTE: The removal of some forms of blocking may require re-energization of the machine before safe removal.</p> <ul style="list-style-type: none"> Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1 Lockout is required when performing maintenance on a piece of equipment.		
2 When locking out a piece of equipment it is important to notify all the affected people.		
3 Return operating control(s) to "NEUTRAL" or "OFF" position after checking the isolation of the equipment.		
4 The removal of some forms of blocking may require re-energization of the machine before safe removal.		
5 Make sure that the equipment is isolated and/or disconnected from the energy source(s).		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE